

BLUEDOOR

Title: Resource Development Coordinator (Grants)

Job Status: Full Time, Permanent

Hours of Work: 40 Hours/Week

Job Region: All Blue Door Locations (Work at Home/Remote)

Salary: \$50,000 - \$55,000

Deadline to Apply: March 31, 2024

Job Summary

Reporting to the Manager of Resource Development, the Resource Development Coordinator will provide support in all aspects of fund development with an emphasis on grant writing, prospect research, and stewardship.

Responsibilities

Grant Writing

- Support with the writing of funding proposals and grant applications, including preparing budgets, work plans, and other required deliverables.
- Works closely with the senior management and program teams to gather program information required for submitting applications.
- Maintain detailed records of submitted grant applications and upcoming funding opportunities in Blue Door's grant database.
- Maintain updated program information overviews, budgets, and impact stats.
- Support in writing other materials when needed including Letters of Support for community partnerships and Letters of Intent for potential funders.

Prospect Research

- Research and evaluate funding opportunities to identify prospects aligned with Blue Door's strategic plan.
- Developing a prospect pipeline.
- Communicate effectively and provide in-depth details to senior management regarding upcoming grant opportunities.
- Support in Quality and Evaluation with various interim and final reporting in relation to funding proposals.

Revenue Generation and Stewardship

- Assist with planning and executing customized recognition and stewardship plans for funders (e.g. stewardship events, donor tours, etc.).
- Support with the planning and execution of all Blue Door's fundraising campaigns, including direct mail, signature events, and third-party fundraising.
- Represent Blue Door in relationships with select funders and sector stakeholders, as required.

- Establish and maintain strong professional relationships with community partners, service providers, and funders.

Additional Operational Assistance

- Maintain accurate records of past and present proposals and grant opportunities.
- Support with donor data entry, receipting, reporting, and timely oral and written communication to donors.
- Positively communicate to the community Blue Door's goals and work at every opportunity.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Coordinate with on-site teams prior to funder recognition events, tours, and/or visits.
- Support the Marketing and Communications team on various projects or campaigns.
- Other duties as assigned.

Respect and Professionalism

- Maintain professionalism in the workplace.
- Work cooperatively alongside and support all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilize effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Foster positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provide referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.
- All employees must be able and willing to work within all programs and with flexible schedules.

Qualifications

- Post-secondary education in fundraising, communications, or a related field.
- 2-3 years experience in grant writing or fundraising communications is an asset.
- Strong writing skills with the ability to deliver targeted impactful communications to different audiences.
- Excellent organization skills and time management.

- Proven experience in managing multiple projects simultaneously.
- Knowledge of the housing/homelessness sector and fundraising best practices are an asset.
- Able to work independently but also as part of a team.
- Excellent problem-solving skills, research skills, and ability to follow through with a high sense of urgency.
- Sound judgment, tact, and ability to maintain confidentiality.
- Proficiency in Microsoft Office applications.
- Possess computer skills with specific competence with spreadsheets, databases, etc.
- Possess strong understanding of reporting programs including Salesforce, DonorPerfect, and Guru.
- Valid Vulnerable Sector Screening.
- Valid Driver's license, reliable vehicle, and insurance. Ability to travel throughout York Region.

We are always working towards continued improvements with the hope of creating and fostering a work culture where people want to be and see the impact of their work.

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca